

**11 APRIL 2000**



**Operations**

**COMMAND POSTS**

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(CMSgt Douglas K. Ziegenhorn)  
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This instruction implements AFD 10-2, *Readiness*. It expresses Air Force policy regarding the establishment, operation, and support of command posts. It applies to all US Air Force major commands (MAJCOM), Numbered Air Forces (NAF) performing command and control functions, Air National Guard (ANG), Air Force Reserve Command (AFRC), field operating agencies (FOA), direct reporting units (DRU) and specialized command and control work centers (i.e., Air Mobility Control Centers, Airlift Control Teams (ALCT), Rescue Coordination Centers (RCC), etc.). Command-level instructions or supplements will provide detailed procedural guidance. Send one copy of supporting instruction or supplement to HQ USAF/XOOO. This instruction addresses information protected by the Privacy Act of 1974. Title 10 United States Code (U.S.C.) 8013 and 44 U.S.C. 3101 authorizes the collection and maintenance of records prescribed herein. System of Records F011 AF A and F030 Air Force MP apply. Consult AFI 37-132, *Air Force Privacy Act Program*, for further guidance on Privacy Act Statements. Waiver authority for this instruction is HQ USAF/XOOO. This instruction is exempt from licensing the reporting requirement in accordance with (IAW) paragraph 2.1.1.10. of AFI 37-124, *The Information Collections and Reports Management Program*. This instruction is affected by the Paperwork Reduction Act of 1974 as amended in 1996.

**SUMMARY OF REVISIONS**

This revision incorporates Interim Change 2000-1 and adds Chapter 6, Command Post Annual Awards Program, to the AFI. It gives criteria and instructions for the implementation of the Command Post career field annual awards. It should be incorporated in its entirety. Changed or revised material is indicated by a | (bar). The entire text of IC 2000-1 is at Attachment 3.

## Chapter 1

### ORGANIZATION

**1.1. Air Force Command and Control.** Each active-duty Air Force installation (base, station, etc.) will maintain and operate a single command post to support all resident units and organizations. However, each MAJCOM headquarters is authorized to operate a separate MAJCOM-dedicated operations center (hereafter, distinguished using the term command center).

**1.2. Command and Control Direction.** To ensure clear command and control of installation resources, only the command post is authorized to communicate command (JCS, USAF, or MAJCOM) directions to operational organizations, which support the entire installation (e.g., security forces, base operations, etc.). Tenant units must coordinate and communicate operational requirements involving host resources through the command post.

**1.3. Objective Wing.** The objective wing implements the "one base, one boss" philosophy. It is designed to improve combat capability, peacetime effectiveness, and efficiency by aligning responsibility, authority, and accountability through a chain of command that eliminates layers and improves the timeliness and accuracy of information reporting. The command and control organization is the focal point of a unit's operations and conducts activities according to a unit's plans and policies.

1.3.1. The objective wing command post is organized as a staff agency directly under the installation commander. If a tenant unit operates the command post, it will be functionally aligned under the tenant unit commander.

**1.4. Operational Unit Responsibility.** The responsibility to establish, staff, and operate the command post is normally vested in the host unit. If the host is not an operational unit, and an operational active-duty unit (group level or higher) is tenant on the installation, the tenant unit exercises this responsibility. Exceptions are authorized if a written agreement exists between MAJCOMs. (Note: Forward written agreements to AF/XOOO). Regardless of "ownership," the command post will always provide full support to all installation units.

#### **1.5. Command Post Functional Areas.**

1.5.1. As a minimum, command posts consist of the following functional areas: Operations Control Function (OCF), Maintenance Coordination Function (MCF) (as applicable), Reports, Training, and Battle Management/Survival Recovery. MAJCOMs (in coordination with assigned or supported CINCs) should consider, and may specify, additional peacetime and/or wartime functions for collocation or removal from the command post when not required due to mission type. Areas to consider are the following: security control, mobility control, air defense control, damage control, NBC (nuclear, biological, and chemical) control, and base defense operations. Information in this paragraph is not applicable to the ANG.

1.5.1.1. Command posts will not assume base communications center responsibilities. Command post personnel may review high priority messages addressed to the Wing Commander or agencies on the Wing Staff during non-duty hour periods to determine whether the message warrants immediate delivery. Under no circumstances will the command post be tasked to review and/or route base wide message traffic during non-duty hours.

1.5.2. Enlisted controllers in command posts, Wing Operations Centers, and Higher Headquarters Command Centers are authorized Basic Allowance for Subsistence (BAS) due to being restricted to the immediate console area during their tour of duty. This authorization is per SAF/MI memorandum, dated 5 Mar 99, which states, "Enlisted controllers are authorized to automatically draw BAS upon arrival at their permanent duty station. However, commanders will retain the authority to stop BAS if it is determined not to be in the best interest of the member and the Air Force." This determination will remain in effect unless withdrawn by SAF/MI.

1.5.3. The command post is not responsible for manning or operating the Battle Management Center/Survival Recovery Center functions. Day-to-day, this is a dormant function, activated in response to any emergency, crisis, or contingency at the discretion of the Installation or Support Group Commander. Procedures for operating this center are addressed in Base Disaster Preparedness OPLAN 32-1. When activated, this center is responsible for functions such as crisis management, resource allocation, and survival and recovery operations. MAJCOMs may assign additional functional responsibilities.

1.5.4. The functional configuration of MAJCOM command centers is a MAJCOM prerogative.

## Chapter 2

### RESPONSIBILITIES

#### 2.1. Headquarters Air Force will:

2.1.1. Develop USAF policy regarding command post operations, reporting, training, and maintenance operations functions.

2.1.2. Maintain, through the Air Force Operations Center (AFOC), reliable and redundant voice connectivity with all MAJCOM command centers at all times.

2.1.3. Develop, implement, and execute Emergency Action Procedures, Chief of Staff of the Air Force (EAP-CSAF) in support of Emergency Action Procedures of the Chairman of the Joint Chiefs of Staff (EAP-CJCS).

2.1.3.1. Ensure AFOC personnel are thoroughly familiar with CJCS procedures supported by the Air Force. Ensure Emergency Action (EA) formats are available for each prescribed message. Use of EA checklists is mandatory.

2.1.4. Ensure timely dissemination of information from individual reporting sources (i.e., MAJCOMs, FOAs), which may indicate an adverse trend that impacts Air Force operations worldwide.

2.1.5. Develop, maintain, and administer a comprehensive training program designed to support initial qualification/certification and recurring training requirements for AFOC controllers. As a minimum, recurring training will be conducted on a quarterly basis.

2.1.6. Ensure compliance with the 1C3X1 CFETP, *Command and Control Career Field Education and Training Plan*, and maintain AF Form 623, **Individual Training Record**, IAW AFI 36-2201, *Developing, Managing, and Conducting Training*, and other applicable directives. AF Form 623 is maintained and kept current on E-6s and below and on E-7s and above in retraining status.

2.1.7. Develop and maintain AFMS 135A, *Command Post Air Force Manpower Standard*.

#### 2.2. MAJCOMs (for ANG units, the gaining MAJCOM) will:

2.2.1. Develop, where applicable, Emergency Action Procedures (EAP) in support of commander-in-chief (CINC) directives.

2.2.2. Ensure EA formats are available for each prescribed message. Use of EA checklists is mandatory.

2.2.3. Establish and enforce a strict need-to-know Emergency Action Message (EAM) processing and implementation policy.

2.2.4. Identify facility configurations, equipment, and communications requirements necessary for command posts to operate efficiently and reliably.

2.2.4.1. Ensure units maintain an alternate facility that supports fixed and/or deployed operations. Operational capability must be based on the "train as we fight" philosophy and support command, control, communications, computers and intelligence (C4I) needs.

2.2.4.2. Alternate facilities may be shared with another function, provided controllers maintain the ability to receive and process EAMs in a secure environment and without interference from other activities.

2.2.5. Identify manning requirements for functional areas. Requirements will be defined by position title, grade, Air Force Specialty Code (AFSC) or Special Duty Identifier (SDI), and skill-level, according to AFMS 135A.

2.2.6. Develop, maintain, and administer a comprehensive training program designed to support initial qualification/certification and recurring training requirements. As a minimum, recurring training is conducted on a quarterly basis.

2.2.6.1. Ensure strict guidance is provided to commanders at all levels regarding compliance with established timing criteria for reports contained in Joint Publications, AFMAN 10-206, *Operational Reporting*, and AFI 10-201, *Status of Resources and Training System (SORTS)*.

2.2.6.2. Ensure all training required in the CFETP, Part II, is conducted IAW AFI 36-2201 and applicable MAJCOM directives and mandatory qualification requirements from the 5 and 7-skill levels are included in MAJCOM training plans.

2.2.6.3. Ensure AF Form 623s are maintained IAW AFI 36-2201 and other applicable directives.

2.2.7. Maintain reliable/redundant voice connectivity with assigned command posts at all times.

2.2.8. Establish requirements for/define qualifications of command representatives (COMREPs).

2.2.9. Establish physical security requirements. The command post will either be a controlled or restricted area. Visitor entry into the command post will be controlled through a single entry point. Personnel permanently assigned to the command post will control access. During increased operations, security forces may control access.

2.2.9.1. Only EA personnel are authorized to control access to EA cells.

2.2.9.2. Ensure all personnel performing duty in the command post environment are trained in physical and communications security requirements.

2.2.9.3. Ensure procedures are developed to minimize command post access.

2.2.10. Standardize command posts to the maximum extent possible.

2.2.11. Establish tour and duty restrictions. Command post personnel/controllers working rotating shifts will not perform additional duties outside of the command post/command and control work center. This provision does not apply to personnel in overhead positions or those performing duties based on the standard Monday through Friday workweek.

2.2.12. Develop method to document controller training and certification. Records of recurring training (i.e., self-study letters, test scores, etc.) are maintained for a minimum of one year.

## 2.3. Installations will:

2.3.1. Consolidate command and control functions within a single command post organization (Exceptions: Non-mobilized ANG units operate stand alone operations centers due to their state and federal missions and command structure). Other functional areas may be consolidated at the discretion of the installation commander or MAJCOM.

2.3.2. Establish and maintain a responsive and reliable communications system linking the command post with the NMCC, AFOC, applicable MAJCOM, NAF, and operational and operational-support agencies at all times.

2.3.3. Ensure EA formats are available for each prescribed message. Use of EA checklists is mandatory.

2.3.4. Ensure the operations, maintenance, training, and reports management functional areas are staffed only with qualified personnel.

2.3.5. Establish, maintain, and administer a comprehensive, up-to-date training program based on MAJCOM guidance, supported command requirements, host/tenant unit requirements, and the 1C3X1 CFETP. As a minimum, recurring training is conducted on a quarterly basis.

2.3.6. Develop written procedures to provide command and control under less-than-optimum conditions such as forced relocation, communications outage, fire, natural disaster, etc.

## Chapter 3

### PERSONNEL

#### 3.1. Staffing.

3.1.1. Staffing of command posts, operations centers, control centers, and/or NAF command centers performing command and control, or command and control related duties will be IAW AFMS 135A. AFMAN 36-2108, *Airman Classification*, identifies mandatory and minimum requirements for entry, award, and retention of the command post AFSC. Additional OJT and upgrade requirements may be required by the CFETP, governing MAJCOM, or locally determined directives.

3.1.2. According to the USAF Retraining Advisory, applicants applying for retraining into the 1C3X1 career field must be interviewed by the local command post chief or superintendent to determine suitability for command post duty. If no command post exists, individuals must be interviewed and recommended for entry into the command and post specialty by their commander. All recommendations must be reviewed and approved by the MAJCOM Functional Manager (not applicable to the ANG). Personnel not meeting minimum requirements (i.e., AQE score, physical requirements, etc.) may request a waiver for entry into the career field through their MAJCOM Functional Manager, to the Air Force Career Field Manager for approval.

3.1.2.1. The interview process is critical to maintaining the integrity of the command post career field. Command post missions differ from command to command and weapons system to weapons system. Therefore, the interviewer must consider the person's ability to meet all career field requirements when deciding whether to recommend a person for retraining into the 1C3X1 career field. Minimum requirements for a retraining interview are at Attachment 2. MAJCOMs or unit command posts may add additional requirements.

3.1.3. A 1C371 (TSgt/MSgt) should man the senior console position.

3.1.3.1. Units experiencing a TSgt/MSgt (CAFSC 1C371) shortage due to upgrade training (UGT) or manning shortfalls, may fill the senior position with a SSgt/SrA (CAFSC 1C351). Command post chiefs must advise the MAJCOM 1C3X1 Functional Manager when filling the position with a SrA (CAFSC 1C351) (not applicable to the ANG). Senior controller positions will not be filled with 3-skill level personnel.

3.1.3.2. Commanders may be required to shift priorities from day-to-day functions to operations necessary to satisfy temporary contingency, wartime, or other emergency requirements. Augmentation programs are designed to meet these temporary needs. AFI 10-217, *Resource Augmentation Duty (READY) Program*, explains AF policy and procedures for the READY program.

**3.2. Command Representative (COMREP).** A COMREP is authorized to provide command unique expertise in the requirements and procedures of a unit supported by another command's command post (i.e., 388 FW, ACC supported by the Hill Consolidated Command Post, AFMC). MAJCOMs determine grade and skill requirements for COMREPs.

**3.3. Security Clearances.** 1C3X1 personnel assigned to operations, reports, training, or overhead positions must possess a Top Secret security clearance. All other personnel performing duties in the command post (i.e., MCF, Information Management) must possess, as a minimum, a Secret clearance.

**3.4.** Additional qualifications (i.e., certification under the Personnel Reliability Program, access to Sensitive Compartmented Information, or Single Integrated Operational Plan) may be required locally or by MAJCOMs to support unique mission or functional area requirements.



## Chapter 4

### COMMAND POST FUNCTIONAL AREA RESPONSIBILITIES

#### 4.1. Operations Control Function (OCF).

- 4.1.1. The OCF is a 24-hour function responsible for, as a minimum, the following.
- 4.1.2. Emergency Actions. 1C3X1 personnel performing EA duty must remain in the immediate vicinity of the console in order to respond to EAMs in a timely manner.
  - 4.1.2.1. The command post OIC or superintendent may designate one individual to attend mandatory meetings such as Commander's Call. The individual attending will brief all command post personnel on items of interest.
- 4.1.3. Crisis coordination and disaster response.
- 4.1.4. Flight following or mission monitoring and coordination.
- 4.1.5. Maintain key personnel locator.
- 4.1.6. Maintain an events log documenting daily shift activities and significant events/incidents.

#### 4.2. Maintenance Coordination Function (MCF).

- 4.2.1. The MCF is a 24-hour function that performs, as a minimum, the following.
- 4.2.2. Monitors and coordinates the status, production efforts, maintenance schedules, and locations of all assigned and transient weapons and aerospace systems.
- 4.2.3. Logistics and maintenance reporting.
- 4.2.4. Allocates specialists as needed for shared-support requirements.

#### 4.3. Reports.

- 4.3.1. The Reports function performs, as a minimum, the following.
- 4.3.2. Operational reporting in accordance with AFMAN 10-206.
- 4.3.3. SORTS reporting in accordance with AFI 10-201.
- 4.3.4. Operational Reports Required by Arms Control Treaty. Applicable treaties include the Intermediate Range Nuclear Forces (INF), Chemical Weapons Convention (CWC), Confidence and Security Building Measures (CSBM), Conventional Forces Europe (CFE), Open Skies (OS), and Strategic Arms Reduction Treaty (START). Units subject to START will comply with AFMAN 16-602, *The Strategic Arms Reduction Treaty (START) Tracking and Reporting System (STARS) User Manual*. Specific guidance for other treaties will be provided by the unit's Treaty Compliance Office.

4.4. The command post training section is responsible for training controller personnel on items outlined in [Chapter 5](#).

4.5. **Battle Management Center/Survival Recovery Center (BMC/SRC).** When activated, the BMC hosts the unit or installation Battle Staff or Crisis Action Team. The composition and function of the BMC/SRC is a MAJCOM or unit prerogative.

## Chapter 5

### TRAINING, TESTING, AND CERTIFICATION

#### 5.1. Training Requirements.

5.1.1. Units will develop and implement a training program. Instructional System Development (ISD) is the official Air Force process for training personnel and developing instruction materials. To ensure learning activities are based on the desired learning outcome, AFMAN 36-2234, *Instructional System Development*, should be used. Other training systems meeting or exceeding the ISD standard may be used provided the desired learning outcome is achieved.

5.1.2. The goal of using ISD or a comparable system is to increase the effectiveness and cost-efficiency of education and training by fitting command post training and instructions to the job. With ISD, command post training products are constantly evaluated for improvement and quality. Other systems must provide an evaluation capability comparable to ISD.

5.1.3. Prior to performing unsupervised duties, controllers will be trained and certified in accordance with this instruction and MAJCOM directives. Command post training falls into three categories: initial, refresher, and recurring.

5.1.4. All command post personnel not assigned as controllers (i.e., command post managers, training and reports personnel) will have a thorough understanding of command EA procedures to facilitate mission effectiveness. Gaining commands will determine EA certification requirements for Air Reserve Technician (ART) controllers.

**5.2. Initial Training.** Controllers without prior command and control experience will receive initial training. Initial training will include the following areas as a minimum: OPSEC, COMSEC, information and physical security, emergency actions, flight following or mission monitoring, and USAF and command operational reporting requirements.

5.2.1. All training will be accomplished by a controller certified in the duties being trained.

5.2.1.1. Task trainers must be recommended by the supervisor, appointed by the commander, attend and complete a formal trainers course, and be task certified.

5.2.1.2. Task certifiers must be appointed by the commander, task qualified and certified, and may not be task trainers. Only those tasks designated as core or critical need be certified. Task certifiers must attend and complete a formal certifier course and be at least a SSgt 5-level.

5.2.2. Command post managers must determine when each trainee has the required knowledge and proficiency to perform unsupervised duties.

**5.3. Refresher Training.** Refresher training is a condensed version of the initial training program. It is designed to teach controllers with prior command and control experience local procedures and command unique mission requirements. It is also used to re-certify controllers who have not performed command and control duties for a period of 60-days in their respective MAJCOM.

**5.4. Recurring Training.**

5.4.1. The purpose of recurring training is to ensure controllers remain knowledgeable in all areas pertaining to their unit's mission. Recurring training consists of formal training, self-study, and examination training.

5.4.1.1. Formal Training. Formal training is conducted in a "classroom" environment. Subjects such as EA, mission movement, CONPLAN XX, OPOD XX, and commander interest items, etc. are covered. Formal training must include one hour of actual training using the above mentioned subjects. All command post controllers must attend unless excused by the OIC/Superintendent. Conduct formal training on a quarterly basis as a minimum.

5.4.1.2. Self-Study. Each month a letter will be published outlining publications for review. Every effort should be made to ensure new and revised publications are reviewed by all controllers in a timely manner.

5.4.1.3. Examination Training. Examination training consists of written examinations (EA and General Knowledge) and scenario training. General Knowledge examinations should be based on materials published in the monthly self-study letter.

5.4.1.3.1. Written examinations consist of open or closed book testing. All controllers are required to complete a monthly examination. The minimum passing score for examinations is 90 percent. Examinations will be critiqued to 100 percent.

5.4.1.3.2. Scenario training is based on events or incidents pertaining to a unit's mission. Units involved with the launch or control of nuclear weapons will conduct scenario training. All units should perform some scenario training to validate procedures and ensure uniformity of actions.

5.4.2. Certification. Certifying officials must document controller certification. At the MAJCOM level, certification is completed by the host Director of Operations or designated representative (this authority will not be delegated below the AOS/CC). At wing level and below, the commander or designated representative is the certifying official (this authority will not be delegated below the Wing Chief of Staff or comparable position). The certifying official must personally interview each controller prior to certification.

5.4.2.1. A record of controller certification and recurring training must be maintained until the controller PCSs, separates, or retires.

5.4.2.2. Certification is accomplished for initial and refresher training.

5.4.2.3. MAJCOMs (for ANG units, the gaining MAJCOM) determine the criteria used to certify or decertify controllers.

5.4.2.4. Units must document controller certification and decertification. The certification record must be annotated with the date of and reason for decertification.

5.4.3. Higher Headquarters Testing. IG and MAJCOM command and control standardization teams may test controllers on command and control procedures. Testing should not be used as sole reason for decertification. Controller decertification should be based on team performance and test failure. Testing involving positive control material procedures may involve stricter criteria.

## Chapter 6

### COMMAND POST ANNUAL AWARDS PROGRAM

**6.1. Purpose.** This instruction describes the implementation of HQ USAF/XOOO's annual Command Post (CP) Awards Program. It prescribes nomination and award criteria for six individual awards available, as well as the procedures that will be used to select and present the awards.

**6.2. Award Categories.** HQ USAF/XOOO will sponsor six annual individual CP awards in the following categories: CP Senior Non-Commissioned Officer (SNCO) of the Year, Maintenance Operations Center (MOC) SNCO of the Year, CP NCO of the Year, MOC NCO of the Year, CP Airman (AMN) of the Year, and MOC AMN of the year.

**6.3. Nomination Requirements.** All Active Duty, Air National Guard, and Reserve personnel meeting award criteria are eligible for nomination. Each Air Force MAJCOM, FOA, and DRU may submit one nomination for each individual award. Each Air Staff, Unified Command, Specified Command, or agency having an Air Force element may also submit one nomination for each individual award.

**6.4. Eligibility Period and Submission Guidance.** For all awards, the eligibility period will begin 1 January and end 31 December, with 2000 being the first year. HQ USAF/XOOO must receive all nomination packages no later than 10 March of the following year (i.e., 10 March 2001 for 2000 nominations). Packages received after 10 March will not be considered. Send nomination packages by mail or fax; do not send packages via AUTODIN/message. Mailing address: HQ USAF/XOOO, 1480 Air Force Pentagon, Washington D.C. 20330-1480. Fax number: Commercial 703-693-2183, DSN 223-2183. After all nomination packages are received, HQ USAF/XOOO will convene a selection committee to determine a winner in each category. The HQ USAF Director of Operations and Training (HQ USAF/XOO) will announce the winners via message during the first week in April.

**6.5. Nomination Format.** Use AF Form 1206, **Nomination for Award**, in Times New Roman font, 12-pitch, for each nomination. Submissions are limited to the front and back of the AF Form 1206. A brief letter of endorsement from the MAJCOM Functional Manager or nominating authority/chairperson will accompany each nomination package. Any other attachments or supplemental materials are not authorized. Comments and information on the AF Form 1206 will be in bullet statement format per criteria/categories listed below:

6.5.1. Leadership and Job Performance in Primary Duty – Specific aspects of job performance, which have contributed significantly to increased mission effectiveness during the recognition period. This is 40 percent of the assessment.

6.5.2. Leadership Qualities (Social, Cultural, and Religious Activities) – Contributions to the military/civilian community's welfare, morale, or status during the recognition period. This is 10 percent of the assessment.

6.5.3. Significant Self-Improvement Efforts – On/off-duty education, achievements in professional or cultural societies or associations, and development of creative abilities during the recognition period. Also, note any previously completed civilian degree or PME (CCAF, college degree, NCO Academy, etc.) in the nominees career. This is 20 percent of the assessment.

6.5.4. Other Accomplishments – The nature and results of the individual's personal accomplishments/ initiatives related to the work environment that set him/her apart from others of equal or higher grade. This is 20 percent of the assessment.

6.5.5. Articulate and Positive Representative of the Air Force – Ability must have been demonstrated as an articulate and positive enlisted member of the Air Force during this nomination period. This is 10 percent of the assessment.

**6.6. Description of Awards.** Winners of the annual individual awards will receive congratulatory letters and personalized plaques (or trophies) recognizing their superior performance and accomplishments.

**6.7. Awards Program Administration.** The Command Post Career Field Manager assigned to HQ USAF/XOOO is the focal point for this awards program. All questions concerning the program may be directed to that office at commercial: 703-695-2269, or DSN 225-2269. HQ USAF/XOOO will alert units in November of each year that the awards submission cycle is about to begin, and that nomination packages are due per the guidance indicated above.

MARVIN R. ESMOND, Lt General, USAF  
DCS, Air and Space Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-2, *Readiness*

AFMAN 10-201, *Status of Resources and Training System*

AFMAN 10-206, *Operational Reporting*

AFI 10-217, *Resource Augmentation Duty (READY) Program*

AFMAN 16-602, *The Strategic Arms Reduction Treaty (START) Tracking and Reporting System (STARS) User Manual*

AFMAN 36-2108, *Airman Classification*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFMAN 36-2234, *Instructional System Development*

AFI 37-124, *The Information Collections and Reports Management Program*

AFI 37-132, *Air Force Privacy Act Program*

AFI 48-123, *Medical Examination and Standards*

AFMS 135A, *Command Post Air Force Manpower Standard*

1C3X1 CFETP, *Command and Control Career Field Education and Training Plan*

USAF War and Mobilization Plan, Volume 3, Part 1, *Combat Forces (S)*

***Terms***

**Air Mobility Operations Control Center**—The 24-hour center for management, control, execution, and monitoring of all theater assigned and attached air mobility forces operating aircraft and missions away from home station within the overseas theater. It works closely with the HQ AMC Tanker Airlift Control Center to ensure seamless airlift for customers.

**Air Operations Center**—The principal air operations facility from which aircraft and air warning functions of combat operations are directed, controlled, and executed. It is the senior agency of the Air Force Component Commander from which command and control of air operations are coordinated with other components and Services. Also called AOC.

**Command Center**—A facility from which a commander and his/her representatives direct operations and control forces. It is organized to gather, process, analyze, display, and disseminate planning and operational data and perform other related tasks.

**Command and Control**—The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating and controlling forces and operations in the accomplishment of the mission. Also called C2.

**Command and Control System**—The facilities, equipment, communications, procedures, and personnel essential to a commander for planning, directing, and controlling operations of assigned forces pursuant to the missions assigned.

**Command Post**—A unit or sub-unit's headquarters where the commander and the staff perform their activities. In combat, a unit or sub-unit's headquarters is often divided into echelons; the echelons where the unit or sub-unit commander is located or from which such commander operates is called a command post.

**Installation Commander**—The individual responsible for all operations performed by an installation.

**Operations Center**—The facility or location on an installation, base, or facility used by the commander to command, control, and coordinate all crisis activities.

**Operational Unit**—A numbered Air Force organization which employs assigned combat aerospace forces, and is listed in the USAF War and Mobilization Plan, Volume 3, Part 1, Combat Forces (WMP-3).

**Operational Wing**—A wing that has an operations group and related operational mission activity assigned to it. When an operational wing performs the primary mission of the base, it usually maintains and operates the base. In addition, an operational wing is capable of self-support in functional areas like maintenance, supply, and munitions. When an operational wing is a tenant organization, the host command provides it with varying degrees of base logistics support.

**Rescue Coordination Center**—A primary search and rescue facility suitably staffed by supervisory personnel and equipped for coordinating and controlling search and rescue and/or combat search and rescue operations. The facility is operated unilaterally by personnel of a single Service or component. For Navy component operations, this facility may be called a rescue coordination team. Also called RCC (or RCT for Navy component).

**Attachment 2****RETRAINING INTERVIEW REQUIREMENTS**

The following items are intended to provide an effective means of assessing if an individual meets the mandatory requirements for entry into the 1C3X1 AFSC. All references in items 1-11 are taken from the 1C3X1 CFETP, AFI 10-207, AFI 48-123, *Medical Examination and Standards*, and AFMAN 36-2108. NOTE: MAJCOMs and unit command posts may supplement this list as needed.

1. Individual must be interviewed by the command post chief or superintendent.
2. Individual must be eligible for a TOP SECRET security clearance and for PRP certification.
3. Individual must have an AQE score of 48 in the General category of the AF Aptitude Test.
4. Individual must be able to speak clearly and distinctly, be able to type or keyboard at least 14 words per minute, have normal color vision as defined in AFI 48-123, and must be able to lift at least 40 lbs.
5. Individual must be a United States citizen.
6. Individual must have a completed AF Form 422, **Physical Profile Serial Report**. The form must indicate at least a two (2) for areas "P, U, L, and E" and a one (1) for areas "H and S." It must also indicate the individual is worldwide qualified, passed color vision examination, is medically qualified for mobility, and is able to speak clearly and distinctly.
7. The interviewer should request the individual bring a Report Individual Personnel (RIP) printout and his/her last five (5) EPRs (or as many as the individual has on file).
8. As part of the interview, give the individual a tour of the command post, explain the controller positions, back office positions, shift work schedules, training and certification requirements, monthly testing requirements, and general career progression as explained in the CFETP.
9. If the workload and classification environment permit, the individual should be allowed to sit in the console area with certified controllers to "get a feel" for command post operations and to talk with his/her future peers.
10. Advise individual applying for retraining that MAJCOM Functional Managers must approve recommendation to crosstrain into the 1C3X1 AFSC (not applicable to the ANG). Additionally, advise individual that an approved waiver is required to enter the field if the individual fails to meet the requirements in items 1-7 above. Waiver authority is the 1C3X1 Career Field Manager.
11. Prepare a letter of recommendation or disapproval to be included in the individual's Retraining Application Package.



**Attachment 3****TEXT OF IC 2000-1*****SUMMARY OF REVISIONS***

This revision incorporates Interim Change 2000-1 and adds Chapter 6, Command Post Annual Awards Program, to the AFI. It gives criteria and instructions for the implementation of the Command Post career field annual awards. It should be incorporated in its entirety.

**6.1. Purpose.** This instruction describes the implementation of HQ USAF/XOOO's annual Command Post (CP) Awards Program. It prescribes nomination and award criteria for six individual awards available, as well as the procedures that will be used to select and present the awards.

**6.2. Award Categories.** HQ USAF/XOOO will sponsor six annual individual CP awards in the following categories: CP Senior Non-Commissioned Officer (SNCO) of the Year, Maintenance Operations Center (MOC) SNCO of the Year, CP NCO of the Year, MOC NCO of the Year, CP Airman (AMN) of the Year, and MOC AMN of the year.

**6.3. Nomination Requirements.** All Active Duty, Air National Guard, and Reserve personnel meeting award criteria are eligible for nomination. Each Air Force MAJCOM, FOA, and DRU may submit one nomination for each individual award. Each Air Staff, Unified Command, Specified Command, or agency having an Air Force element may also submit one nomination for each individual award.

**6.4. Eligibility Period and Submission Guidance.** For all awards, the eligibility period will begin 1 January and end 31 December, with 2000 being the first year. HQ USAF/XOOO must receive all nomination packages no later than 10 March of the following year (i.e., 10 March 2001 for 2000 nominations). Packages received after 10 March will not be considered. Send nomination packages by mail or fax; do not send packages via AUTODIN/message. Mailing address: HQ USAF/XOOO, 1480 Air Force Pentagon, Washington D.C. 20330-1480. Fax number: Commercial 703-693-2183, DSN 223-2183. After all nomination packages are received, HQ USAF/XOOO will convene a selection committee to determine a winner in each category. The HQ USAF Director of Operations and Training (HQ USAF/XOO) will announce the winners via message during the first week in April.

**6.5. Nomination Format.** Use AF Form 1206, **Nomination for Award**, in Times New Roman font, 12-pitch, for each nomination. Submissions are limited to the front and back of the AF Form 1206. A brief letter of endorsement from the MAJCOM Functional Manager or nominating authority/chairperson will accompany each nomination package. Any other attachments or supplemental materials are not authorized. Comments and information on the AF Form 1206 will be in bullet statement format per criteria/categories listed below:

6.5.1. Leadership and Job Performance in Primary Duty – Specific aspects of job performance, which have contributed significantly to increased mission effectiveness during the recognition period. This is 40 percent of the assessment.

6.5.2. Leadership Qualities (Social, Cultural, and Religious Activities) – Contributions to the military/civilian community's welfare, morale, or status during the recognition period. This is 10 percent of the assessment.

6.5.3. Significant Self-Improvement Efforts – On/off-duty education, achievements in professional or cultural societies or associations, and development of creative abilities during the recognition period.

Also, note any previously completed civilian degree or PME (CCAF, college degree, NCO Academy, etc.) in the nominees career. This is 20 percent of the assessment.

6.5.4. Other Accomplishments – The nature and results of the individual's personal accomplishments/initiatives related to the work environment that set him/her apart from others of equal or higher grade. This is 20 percent of the assessment.

6.5.5. Articulate and Positive Representative of the Air Force – Ability must have been demonstrated as an articulate and positive enlisted member of the Air Force during this nomination period. This is 10 percent of the assessment.

**6.6. Description of Awards.** Winners of the annual individual awards will receive congratulatory letters and personalized plaques (or trophies) recognizing their superior performance and accomplishments.

**6.7. Awards Program Administration.** The Command Post Career Field Manager assigned to HQ USAF/XOOO is the focal point for this awards program. All questions concerning the program may be directed to that office at commercial: 703-695-2269, or DSN 225-2269. HQ USAF/XOOO will alert units in November of each year that the awards submission cycle is about to begin, and that nomination packages are due per the guidance indicated above.